

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Dept of Technology SVC
P.O. Box 1810
Rancho Cordova, CA 95741-1810



Employee Name	AGARWAL, PRADEEP
Expense Dates	05/04/09-05/27/09
Total Expense Amount	142.25
Amount Due Employee	142.25
Form ID	TEA000459622

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	05/04	Parking, Auto	18.00	
2)	05/05	Parking, Auto	18.00	
3)	05/06	Parking, Auto	18.00	
4)	05/08	Parking, Auto	12.00	
5)	05/13	Parking, Auto	18.00	
6)	05/14	Parking, Auto	18.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

VANESSA ROSE

Travel & Expense Account Summary

Employee Name PRADEEP AGARWAL
Expense Dates 05/04/09-05/27/09
Report Name 100/May 2009/Parking

Request Total \$ 142.25
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 142.25

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Parking	142.25

NOTE: (d)=Direct Charge

DATE	Mon May 4	Tue May 5	Tue May 5	Wed May 6	Thu May 7	Fri May 8	Fri May 8	Fri May 8	Mon May 11	TOTAL
Parking, Auto	18.00	18.00	2.00	18.00	6.00	12.00	1.00	2.75	2.25	142.25
TOTALS \$	18.00	18.00	2.00	18.00	6.00	12.00	1.00	2.75	2.25	142.25

DATE	Mon May 11	Tue May 12	Wed May 13	Thu May 14	Tue May 19	Thu May 21	Thu May 21	Thu May 21	Wed May 27	TOTAL
Parking, Auto	2.50	9.00	18.00	18.00	2.00	2.00	7.50	2.00	1.25	142.25
TOTALS \$	2.50	9.00	18.00	18.00	2.00	2.00	7.50	2.00	1.25	142.25

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Parking	05/04/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking	05/05/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking	05/05/09	Parking, Auto	2.00	Cash
Non-Travel Expenses	Parking	05/06/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking	05/07/09	Parking, Auto	6.00	Cash
Non-Travel Expenses	Parking	05/08/09	Parking, Auto	12.00	Cash
Non-Travel Expenses	Parking	05/08/09	Parking, Auto	1.00	Cash
Non-Travel Expenses	Parking	05/08/09	Parking, Auto	2.75	Cash
Non-Travel Expenses	Parking	05/11/09	Parking, Auto	2.25	Cash
Non-Travel Expenses	Parking	05/11/09	Parking, Auto	2.50	Cash
Non-Travel Expenses	Parking	05/12/09	Parking, Auto	9.00	Cash
Non-Travel Expenses	Parking	05/13/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking	05/14/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking	05/19/09	Parking, Auto	2.00	Cash
Non-Travel Expenses	Parking	05/21/09	Parking, Auto	2.00	Cash
Non-Travel Expenses	Parking	05/21/09	Parking, Auto	7.50	Cash
Non-Travel Expenses	Parking	05/21/09	Parking, Auto	2.00	Cash
Non-Travel Expenses	Parking	05/27/09	Parking, Auto	1.25	Cash

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Employee Name	AGARWAL, PRADEEP
Expense Dates	05/15/09-05/15/09
Total Expense Amount	123.78
Amount Due Employee	123.78
Form ID	TEA000463042

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 05/15	Lodging	123.78	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	5:3b	Was prior approval granted for your attendance at the conference/convention?	Yes

I have reviewed the following documents.

Approved
by:

VANESSA ROSE

Travel & Expense Account Summary

Employee Name PRADEEP AGARWAL
Expense Dates 05/15/09-05/15/09
Report Name 100/May 09/TIECON

Request Total \$ 123.78
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 123.78

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-State Sponsored Conference/Convention	TIECON	123.78

NOTE: (d)=Direct Charge

DATE	Fri May 15									TOTAL
Lodging	123.78									123.78
TOTALS \$	123.78									123.78

Travel & Expense Account Summary & Detail
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-State Sponsored	TIECON	05/15/09	Lodging	123.78	Corporate Card